

Special Events and Temporary Use Development and/or Building Permit Application Form

Application must be submitted no later than two weeks prior to the event. All fees to be paid in full at time of application. Additional fees may apply if application is made less than two weeks prior to event date, or for events that require inspections on evenings or weekends.

Date: _____

Disclaimer

I hereby understand that by way of submitting this application form, the City will be processing both a development and/or building permit where required for the scope of work requested. I understand that a complete building permit application requires a prerequisite development permit, however due to the nature of this application, the City is offering combined processing.

- I acknowledge the above statement and would like my applications to be processed at the same time, where required.
- I have obtained a prerequisite development permit. My development permit number is _____ (e.g. 12-345678).

If you have questions about which application you require for your project, call Permits Direct Line at 204-986-5140 or email ppd-zoningapplications@winnipeg.ca.

General information

Location of event	Street number:	Street name:	Unit/suite number:
Applicant information	Name: (print)		Address:
	Email address:		Daytime Phone Number:
Event information	Company:		Contact person:
	Mailing address:		Daytime phone number:
	Email address:		
Event start date:		Event end date:	
Setup date:		Take down date:	
Requested date of setup inspection:			
Operating hours of event:			

Event name/description

Will this event be held: Inside existing building Yes No Outside event Yes No

Estimated maximum number of people attending event at any given time (capacity of space)	Inside:	Outside:
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For **indoor** events, provide the area of indoor space being used for the event: _____ sq. ft. m²

Food service provided? Yes (If yes, indicate type below) No Liquor service provided? Yes No

Method of cooking? BBQ Grill Deep fryer Other: _____

Note: Contact Manitoba Health to submit an Application for a Temporary Food Service Establishment.

Required documentation – one copy, fully dimensioned (select all that apply)

<input type="checkbox"/> Letter of Authorization from building owner/property manager for intended use (substitute the Owner Statement if professionals are involved)
<input type="checkbox"/> Declaration Form for Building Permit Application (required if you have a prerequisite development permit)
<input type="checkbox"/> Declaration Form for Development Permit Exemption (Temporary Office During Construction)
<input type="checkbox"/> Declaration Form for Development Permit Exemption (Temporary Sales Office)
<input type="checkbox"/> Architectural drawings: <ul style="list-style-type: none"> • Site plan <ul style="list-style-type: none"> ○ location of buildings, tents, trailers, etc. ○ location of fire hydrant(s) and fire lane(s) • Plans <ul style="list-style-type: none"> ○ interior layout of structure(s) ○ exterior dimensions ○ location and width of exits ○ number of occupants inside the building, tent, trailer, etc. ○ seating plan showing location of aisles and aisle dimensions ○ emergency light and/or exits signs
<input type="checkbox"/> Electrical drawings (if scope includes temporary electrical services to the site/building)

Additional documentation for tents/stages/bleachers – one copy (select all that apply)

<input type="checkbox"/> Structural drawings <ul style="list-style-type: none"> • sealed framing and foundation plans • wind, rain (and snow when applicable) management plans
<input type="checkbox"/> Letter(s) of responsibility <ul style="list-style-type: none"> • letter of responsibility (sealed, confirming that an engineer has been retained to inspect and certify the stages, tents, etc.) • letter of responsibility (identifying the person who is responsible for carrying out the wind, rain and snow management plans)
<input type="checkbox"/> Certification that tent fabric meets CAN / ULC-S109 or NFPA 701
<input type="checkbox"/> Specifications (if applicable)
<input type="checkbox"/> Required Professional Designer's Certificate (from each professional)

Event checklist (select all that apply)

Tents <input type="checkbox"/> Yes <input type="checkbox"/> No		Will there be cooking or food preparation inside the tents? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Tent Dimensions	___ ft x ___ ft	___ ft x ___ ft	___ ft x ___ ft	___ ft x ___ ft	___ ft x ___ ft	___ ft x ___ ft
	___ ft x ___ ft	___ ft x ___ ft	___ ft x ___ ft	___ ft x ___ ft	___ ft x ___ ft	___ ft x ___ ft
Intended use of tent(s):						
Trailers (on wheels) <input type="checkbox"/> Yes <input type="checkbox"/> No		Will there be cooking or food preparation inside the trailer? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Trailer Dimensions	___ ft x ___ ft	___ ft x ___ ft	___ ft x ___ ft	___ ft x ___ ft	___ ft x ___ ft	___ ft x ___ ft
	___ ft x ___ ft	___ ft x ___ ft	___ ft x ___ ft	___ ft x ___ ft	___ ft x ___ ft	___ ft x ___ ft
Intended use of trailer(s):						

Large Concert or Event Stages <input type="checkbox"/> Yes <input type="checkbox"/> No			
Dimensions	___ft x ___ft	___ft x ___ft	___ft x ___ft
Intended use of stage(s):			
Possible Event Seating Bleachers of Stands (other than City rental bleachers) <input type="checkbox"/> Yes <input type="checkbox"/> No			
Dimensions	___ft x ___ft	___ft x ___ft	___ft x ___ft
Intended use of seating:			
Outdoor Beer Gardens <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, see Other Considerations in the Special Events Permits brochures if on City properties.			
Fenced rink activities: <input type="checkbox"/> Yes <input type="checkbox"/> No		Tents: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Estimated number of occupants: _____			
Intended use of fenced/contained area(s):			

Submission Options

Submit your application package to Zoning & Permits using one of the following options:
<ul style="list-style-type: none"> • Email ppd-permit@winnipeg.ca (PDF attachment or link to online file transfer) • One paper copy package – drop off or mail (Unit 31-30 Fort Street, Winnipeg, MB R3C 4X7)

Digital Submission Requirements (select all that apply)

To submit your application via email, provide a separate PDF file, named as indicated, for each of the following groups of documents that are applicable to your application:
<ul style="list-style-type: none"> <input type="checkbox"/> PDF 1 Application Forms (Letter of Authorization/Owner Statement, Declaration Form) <input type="checkbox"/> PDF 2 Architectural Drawings <input type="checkbox"/> PDF 3 Electrical Drawings <input type="checkbox"/> PDF 4 Structural Drawings <input type="checkbox"/> PDF 5 Fire Department Document (certification that tent fabric meets CAN / ULC-S109 or NFPA 701) <input type="checkbox"/> PDF 6 Specification – Architectural <input type="checkbox"/> PDF 7 Specification – Structural <input type="checkbox"/> PDF 8 Letter of Responsibility <input type="checkbox"/> PDF 9 Required Professional Designer’s Certificate(s)

Your personal information is being collected consistent with the requirements and limitations set out under *The Freedom of Information and Protection of Privacy Act (FIPPA)*. This collection of personal information is authorized by section 36(1)(b) of The FIPPA for permit management and administration. Your information is protected by FIPPA's privacy provisions and will not be used or disclosed for any other purpose, except as authorized by law. Contact the City of Winnipeg's Corporate Access and Privacy Officer by mail (City Clerk's Department, Susan A. Thompson Building, 510 Main Street, Winnipeg MB, R3B 1B9) or by telephone (311) if you have questions about this collection of your personal information.